



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Planning & Quality Assurance Specialist III **NUMBER:** 15-13

JOB CODE: Q3000 **DATE:** 5/15/2015

SALARY RANGE: 77 (\$45,501.60 - \$69,098.40) **PCQ#:** 8824342

JOB LOCATION: Department of Mental Health
Region I Community Services
401 Lee Street Northeast, Suite 150
Decatur, AL 35601

QUALIFICATIONS: Master's degree in Public or Health Administration, Business Administration, Statistical Analysis/Research, or a human services field, plus considerable experience (48 months or more) in providing developmental disabilities program services. Registered Nurses qualify with a Bachelor's degree in Nursing. *Preference will be given to qualified applicants currently employed with North Alabama Regional Hospital.*

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENT: Possession of, or eligible for, license or certification, if required for the particular discipline.

KIND OF WORK: This is responsible work in the planning and/or quality assurance of mental health programs. The person in this position will be responsible for conducting ADMH compliance site reviews in accordance with ADMH/DD standards for all contract providers. Work will include providing certification oversight to certified programs in Region I; generating written certification site visit reports upon completion of site visit; conducting for-cause reviews and follow-up visits as indicated by results of certification reviews and complaints; reviewing Plans of Correction and Community Providers' implementation of Plans of Correction to ensure compliance with certification standards and ADMH/DD policy; providing input for improving community monitoring and auditing systems; reviewing incident/injury data and analyzing

the data for trends and patterns; providing guidance and in-service training to community providers as requested or needed; serving as a member of committees and task forces on a regional, central office and statewide basis; and completing other special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the Developmental Disability service delivery system in Alabama. Knowledge of quality improvement concepts and program planning/evaluation. Knowledge of ADMH regulations, policies, procedures, and standards. Knowledge of ADMH/DD Administrative Code. Ability to effectively plan, direct, coordinate, and review the efforts of various people and resources to achieve desired outcomes. Ability to establish and maintain effective working relationships with various individuals. Ability to analyze information and recommend appropriate action. Ability to plan, organize, and prioritize work activities. Ability to communicate both verbally and in writing. Ability to operate a personal computer and related software. Ability to travel within Region I catchment areas and occasionally other ADMH/DD regions as well.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with individuals served.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: June 12, 2015